

SPECIAL PAYS AND TIME REPORTING

NAME	NUMBER	TRANSACTION NUMBER
Reported Not Collected Tips	01	901
Leave Without Pay	02	902
Holiday Leave	03	903
Vehicle Value	04	904
Expense Allowance	05	905
Voting/Election Leave	06	906
Blood Donation Leave	08	908
Military Leave (Paid)	09	909
Comp Earned (Not Paid)	10	910
Comp Pay for Termination	11	911
Block 50 Payments	12	912
Comp Leave	13	913
Special Leave (Governor's Request/Agency-Directed)	14	914
Jury Leave or Court Leave	15	915
Adoption Assistance	16	916
Termination Pay	17	917
Sick Leave (Subject to FICA)	18	918
Taxable Benefits	19	919
Vacation Leave	20	920
Adverse Weather	21	921
Suggestion Award	22	922
Retro Pay	23	923
Weekend Premium	24	924
Second Shift Differential	25	925
Third Shift Differential	26	926
Employee Recognition Award	27	927
Family Leave	28	928
Unauthorized Absence	29	929
Time-and-a-half Comp Time Earned	30	930

(This information could be entered on-line via POT Screen, Master File Accumulation 2 using the 310 and 345 Transactions and can be viewed on-line via POPY Screen X.)

NOTE: The check indicator field (COLUMN 32) may be used when you wish to produce a separate check. The following values are valid entries:

0 or BLANK-- This special payment is to be taxed in conjunction with the employee's regular pay and a separate check is not produced.

3-- A separate check is to be produced for this special pay, in addition to the regular pay check.

901 TRANSACTION--REPORTED NOT COLLECTED TIPS

(This information can be viewed on-line after payroll is processed via POPY Screen I.)

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '01'.
3. (COLUMNS 52-58). Enter the SPECIAL PAY RATE AMOUNT, right justified.
4. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

902 TRANSACTION--LEAVE WITHOUT PAY

(This information can be viewed on-line after payroll is processed via POPY Screen I.)

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '02'.
3. (COLUMN 30). If the employee is a salaried employee and is coded as a no time card required employee, enter a '4' in this TAX INDICATOR column. Otherwise, leave this column blank.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS not paid as a two-decimal place number, right justified. For example:

3½ hours=	350
15 hours 30 minutes=	1550

903 TRANSACTION--HOLIDAY LEAVE

This transaction is entered when an employee is absent from his work station with pay on an officially designated state government holiday. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '03'.
3. (COLUMN 30). TAX IND. Enter a '4' for a salaried employee; leave blank for an hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified. For example:

3½ hours=	350
15 hours 30 minutes=	1550

5. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

904 TRANSACTION--VEHICLE VALUE

This information must be entered on the Payroll/Transactions (POT) Screen or on the UPPS 11-W (Special Payments) Form. It is not entered on PTL. This transaction is entered to report the value of a state-supplied vehicle. On the amount entered, FICA, Federal Tax, State Tax, and Retirement (except for Kentucky Teachers Retirement System) will be withheld. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '04'.
3. (COLUMN 52-58). Enter the SPECIAL PAY RATE AMT as a two-decimal place amount, right justified.
4. (COLUMN 59). Leave Blank. Do not enter a '1' in column 59.
5. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

905 TRANSACTION--EXPENSE ALLOWANCE

The taxing on this pay will be 27.50% Federal Tax and 6% State Tax. *(This information could be entered on-line via POPY Screen W.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '05'.
3. (COLUMNS 30). TAX INDICATOR. Enter a '5', indicating that Local Taxes should be withheld according to percentages in Employee Master Record.
4. (COLUMN 31). DEDUCTION IND. Enter a '9', indicating that taxes and retirement are to be withheld.
5. (COLUMN 32). CHECK INDICATOR. Enter a '3', indicating that a separate check is to be produced.
- POPY W 6. (COLUMNS 52-58). Enter the SPECIAL PAY RATE AMT as a two-decimal place number, right justified.
7. (COLUMN 59). Enter a '1' (assumes an AMOUNT with two-decimal places.)
8. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

906 TRANSACTION—VOTING/ELECTION LEAVE

This transaction is entered when an employee takes time to vote or is an election officer. The maximum that an employee may take for voting leave is 4 hours. The maximum that an employee may take for voting and as an election officer is either 7.50 or 8.00 depending on the employee's workweek. If excess hours are entered, the excess time will be converted. The order for the conversion of leave is compensatory, annual and leave without pay and a message will be generated to that effect. (This information can be viewed on-line after payroll is processed via POPY Screen I.)

1. (COLUMNS 6-15). Enter the employee's social security number.
2. (COLUMNS 18-19). Enter PAY NO. '06'.
3. (COLUMN 30). Tax IND. Enter a '4' for a salaried employee; leave blank for an hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number. For example:

4 hours = 400

7 hours 30 minuets = 750

5. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS CODE (P SCREEN IN POPY), enter the code to be charged, otherwise, leave blank.

908 TRANSACTION--BLOOD DONATION LEAVE

This transaction is entered when an employee takes time off to donate blood. The maximum that an employee may take for donating blood is four hours. If more than four hours is entered, the employee will be allowed four hours for donating blood and the excess hours entered will be taken from compensatory time balances, then vacation and then converted to leave without pay, in this order, and a message will be generated to that effect. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '08'.
3. (COLUMN 30). TAX IND. Enter a '4' for a salaried employee; leave blank for an hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified.
For example:

3½ hours=	350
15 hours 30 minutes=	1550
5. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

909 TRANSACTION--MILITARY LEAVE (PAID)

This transaction is entered when an employee takes time off for military service. The maximum that an employee may take in a Federal fiscal year (October 1 - September 30) for military service is 10 working days or a maximum of 80 hours. If more than the maximum hours is requested for military, the excess hours will be converted to compensatory leave, then vacation leave and then leave without pay. When this leave conversion takes place a message will be generated to that effect. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '09'.
3. (COLUMN 30). TAX IND. Enter a '4' for a salaried employee; leave blank for an hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified.
For example:

3½ hours=	350
15 hours 30 minutes=	1550
5. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

910 TRANSACTION--COMPENSATORY TIME EARNED STRAIGHT-TIME (NOT PAID)

This transaction is entered when an employee works overtime and hours are to be added to the compensatory time earned. A limit of 240 hours is set on compensatory time accrued. Any hours entered over 240 will generate a report message. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '10'.
3. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS earned as a two-decimal place number, right justified. For example:

3½ hours=	350
15 hours 30 minutes=	1550

911 TRANSACTION--TERMINATION PAY (COMPENSATORY LEAVE)

This transaction is entered when an employee is terminated and is getting paid for the compensatory time earned. A terminating employee may get paid a maximum of 240 hours. In no instance will an employee be paid more than his compensatory time balance. If 240 hours are entered and the compensatory time balance is less than 240, the employee will be paid for the hours that are in the compensatory time balance and a message will be generated. If more than 240 hours are entered, the employee will be paid for the hours in his compensatory time balance, up to a maximum of 240. The taxing on this pay will be 27.50% Federal Tax and 6% State Tax. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '11'.
3. (COLUMNS 30). TAX INDICATOR. Enter a '5', indicating that Local Taxes should be withheld according to percentages in Employee Master Record.
4. (COLUMN 31). DEDUCTION INDICATOR. Enter a 7 indicating that retirement, taxes and deferred comp are to be withheld. Enter a 9 indicating that retirement and taxes are to be withheld.

NOTE: YOU WILL NEED TO KEY IN THE AMOUNT OF DERERRED COMP ON THE "K" SCREEN. REMEMBER THE SYSTEM WILL NOT PROCESS THIS TRANSACTION IF THE EMPLOYEE DOES NOT RECEIVE AT LEAST A \$5.00 NET CHECK SO KEY THESE TRANSACTIONS IN EARLY ENOUGH TO CHECK YOUR EDTIS BEFORE WE RUN PAYROLL.

5. (COLUMN 32). CHECK INDICATOR. Enter a '3', indicating that a separate check is to be produced.
 6. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified. For example:
- | | |
|----------------------|------|
| 3½ hours= | 350 |
| 15 hours 30 minutes= | 1550 |
7. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

912 TRANSACTION--BLOCK 50 PAYMENTS

This transaction is entered when someone is paid for a block of 50 hours compensatory time. It is assumed that this employee meets eligibility requirements. The only System requirement is that a person has a comp balance of at least 151.00 hours. If he meets the above requirement, he will be paid 50 hours and his comp balance will be reduced by that amount. If the employee does not have the minimum balance of 151.00 hours, the transaction will be rejected with an error message. The taxing on this pay will be 27.50% Federal Tax and 6% State Tax. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '12'.
3. (COLUMNS 30). TAX INDICATOR. Enter a '5', indicating that Local Taxes should be withheld according to percentages in Employee Master Record.
4. (COLUMN 31). DEDUCTION INDICATOR. Enter a 7 indicating that retirement, taxes and deferred comp are to be withheld. Enter a 9 indicating that retirement and taxes are to be withheld.

NOTE: YOU WILL NEED TO KEY IN THE AMOUNT OF DERERRED COMP ON THE "K" SCREEN. REMEMBER THE SYSTEM WILL NOT PROCESS THIS TRANSACTION IF THE EMPLOYEE DOES NOT RECEIVE AT LEAST A \$5.00 NET CHECK SO KEY THESE TRANSACTIONS IN EARLY ENOUGH TO CHECK YOUR EDTIS BEFORE WE RUN PAYROLL.

5. (COLUMN 32). CHECK INDICATOR. Enter a '3', indicating that a separate check is to be produced.
6. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified. For example:

3½ hours=	350
15 hours 30 minutes=	1550
7. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

913 TRANSACTION--COMPENSATORY LEAVE

This transaction is entered when someone takes time off and wants it taken from his compensatory balance. If there is no comp balance available or not enough to cover the hours that were taken off, the system will use what comp balance is available. The hours that could not be taken from the comp balance will be taken from the vacation balance. If there are not enough hours in vacation balance to honor this request, the system will use what is available. Any hours that could not be taken from comp or vacation will be leave without pay. Anytime that this conversion process takes place, a message is generated. The message will state that there was insufficient accrual of comp leave and it was converted to either vacation or leave without pay. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '13'.
3. (COLUMNS 30). TAX INDICATOR. Enter a '4' for a salaried employee; leave blank for an hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified. For example:

3½ hours=	350
15 hours 30 minutes=	1550

5. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

914 TRANSACTION--SPECIAL LEAVE (GOVERNOR'S REQUEST/AGENCY-DIRECTED)

This transaction is entered when an employee is absent from his work station under the order of the Governor or at the direction of his agency; for example, when inclement weather forced the closing of state office buildings. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '14'.
3. (COLUMNS 30). TAX INDICATOR. Enter a '4' for a salaried employee; leave blank for an hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified. For example:

3½ hours=	350
15 hours 30 minutes=	1550
5. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

915 TRANSACTION--JURY LEAVE OR COURT LEAVE

This transaction is entered when an employee is absent from his official work station because he is required by subpoena to serve in any court as a juror. This leave includes necessary travel time.

This transaction is required to be entered when an employee is absent from his official work station because he has been required by subpoena to appear in any court as a witness except where the employee himself or a member of his family is a party plaintiff in court action. Such leave shall include necessary travel time. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '15'.
3. (COLUMNS 30). TAX IND. Enter a '4' for a salaried employee; leave blank for an hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified. For example:

3½ hours=	350	15 hours 30 minutes=	1550
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5. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.